



CITY OF VANCOUVER
ADMINISTRATIVE REPORT

Report Date: April 23, 2007
Author: Heather M. Gordon
Phone No.: 604.736.8561
RTS No.: 06670
VanRIMS No.: 03-1200-11
Meeting Date: May 15, 2007

TO: Vancouver City Council
FROM: City Clerk
SUBJECT: Award of Contract for RFP PS07010 Consulting Services for Records and Archives Strategic Plan

RECOMMENDATION

- A. THAT, subject to the conditions set out in Recommendations B, C, and D, Council authorize a contract with Cornerstone Planning Group to provide Consulting Services for the Records and Archives Strategic Plan at an estimated cost of \$69,000 plus applicable taxes, subject to a contract satisfactory to the City Clerk, the Manager of Materials Management and Director of Legal Services. Source of funds to be the 2006 Strategic Initiatives Fund (funding carried forward to 2007).
- B. THAT, the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A.
- C. THAT, all such legal documents be on terms and conditions satisfactory to the City Clerk, Manager of Materials Management and the Director of Legal Services.
- D. THAT, no legal rights or obligations will be created by Council's adoption of Recommendation A, B and C above until such legal documents are executed and delivered by the Director of Legal Services.

CITY MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

COUNCIL POLICY

Consultant agreements exceeding \$30,000 require Council Authorization.

PURPOSE

The purpose of this report is to seek Council authority to engage Cornerstone Planning Group to conduct Consulting Services for the Records and Archives Strategic Plan for a cost of \$59,000 plus an optional review of Micrographics Unit Mandate at a cost not to exceed \$10,000 for a total cost of \$69,000 plus GST.

BACKGROUND

Records and Archives is a division of the City Clerk's Department. The Director of Records and Archives is responsible for the division, which includes the City of Vancouver Archives, Records and Information Management and Micrographics units.

The City of Vancouver Archives was founded in 1933 and its building in Vanier Park opened in 1972. This was the first purpose-built municipal archives facility in Canada. The City's Records Management function was originally part of the City of Vancouver Archives, and Records Management staff were located at Vanier Park. In 1997, the Records and Information Management group was moved to another division within the City Clerk's Department and relocated to City Hall. In early 2004, this group was reintegrated into the newly-created Records and Archives Division operationally but not physically. They have moved office locations twice since that time. In the same year, Micrographics was brought into the division from Engineering, but remained in its separate location at City Hall. The result is that the units within Records and Archives are spread over three different work sites. This creates operational disconnects in various areas and requires staff to travel for meetings, supervisory tasks and collaborative work.

A comprehensive strategic plan that identifies the vision and direction of the division as a whole in terms of operations and facilities has not been developed. In addition, the City Archives, despite its long history, has never had a formal strategic plan to guide its operation and development. The current situation represents an opportunity to develop a coherent and integrated development plan for the division and the groups within it. Current issues include shortage of space for personnel workstations and offices, limited space for on-site collections storage, increasing cost of off-site storage, and potential significant risk to valuable collections due to building inadequacies.

The purpose of the Strategic Plan is to provide a longer-term view of the needs of the division based on future directions and generate a development plan that will also guide shorter-term decisions.

DISCUSSION

RFP was issued February 13, 2007 and closed March 6, 2007. Six proposals were received, five were compliant with costs as follows (all costs are exclusive of GST):

| Proponent | Total Cost | Value-added Additional Work Components |
|-------------------------------------|------------|---|
| Cornerstone Planning Group | \$59,000 | Engineering Audit of Archives Facility - \$15,000 Expanded Micrographics Review - \$10,000 |
| DPRA | \$66,000 | Micrographics Unit Review - \$12,500 |
| Harwood Information Associates Ltd. | \$60,940 | None submitted |
| Imerge Consulting | \$69,550 | None submitted |
| TRAC Records Inc. | \$70,000 | None submitted |

Responses were evaluated by a three person team under the guidance of the City's Materials Management representative, following accepted City practices. Evaluation criteria included project approach and methodology, company experience with similar engagements, project team skills and experience, and price.

The proposal from Cornerstone Planning Group was evaluated to represent best overall value to the City. Cornerstone is based in Vancouver and Victoria, and has considerable experience providing strategic planning services in both the public and private sector. In particular, they reference many successful engagements with municipalities and cultural organizations, and their project team reflects experience in those sectors. They presented a clear, straight-forward methodology and well-thought-out work plan, addressed the facilities review requirement with appropriate personnel, and demonstrated an appreciation of issues and challenges facing the division. Their approach to project management also was sound.

Cornerstone's proposal was the lowest in price at \$59,000, and provided two added value options: one for conducting an engineering audit of the Archives Facility and one for an expanded review of the Micrographics Unit Mandate. It is recommended that the Micrographics Review is important value-added work that should be undertaken for a maximum of \$10,000 plus GST, bringing Cornerstone's total price to \$69,000 plus GST.

FINANCIAL IMPLICATIONS

Funding for the Records and Archives Strategic Plan was approved by the City Manager from the 2006 Strategic Initiative Fund. The cost of the Plan will be of \$59,000 plus an optional review of Micrographics Unit Mandate at a cost not to exceed \$10,000 for a total cost of \$69,000 plus GST.

CONCLUSION

It is recommended that Council award this contract for consulting services to Cornerstone Planning Group.

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